



U.S. Department of Justice

National Drug Intelligence Center

## NDIC VACANCY ANNOUNCEMENT

**Opening Date: July 4, 2004**

**Closing Date: July 16, 2004**

**POSTING NUMBER: #221-ND-04**

**LOCATION: Johnstown, Pennsylvania**

**TITLE: Office Automation Assistant**

**WORKING HOURS:**

Full-time - 8:30 a.m.-5:00 p.m., 40 hours per week

Part-time - Hours vary, 16-32 hours per week

**SERIES/GRADE: GS-0326-4/5**

**NUMBER OF VACANCIES: Multiple**

**AREA OF CONSIDERATION: All Sources**

---

### **Duties and Responsibilities:**

Incumbent serves as Office Automation Assistant at the National Drug Intelligence Center (NDIC) performing a full range of clerical duties to include answering the telephone; receiving and escorting visitors; filing documents; word processing; composing and proofreading correspondence; typing memoranda, letters, etc. in draft and final form; making travel arrangements; scheduling appointments; maintaining database information; and general office/receptionist duties as assigned.

### **Qualification Requirements:**

**GS-04:** Requires one (1) year of *general* experience equivalent to at least the next lower grade level in this occupation OR 2 years of education above the high school level.

**GS-05:** Requires one (1) year of *specialized* experience equivalent to at least the next lower grade level in this occupation OR 4 years of education above the high school level.

Applicants for this position must be able to type at least 40 words per minute. Verification of proficiency may be provided through outside agency testing results or by self-certification. Self-certification statements must be signed and included as part of the application package.

Qualification requirements for this position must be met by the closing date of this announcement.

### **General Experience:**

Progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.

### **Specialized Experience:**

Experience that has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position and that is directly related to the duties of this position. To be creditable,

specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for this position.

**Education:**

Successfully completed education above the high school level in any field is creditable through the GS-5 level for this position. This education must have been obtained in an accredited business, secretarial, or technical school; junior college; college; or university.

**Knowledge, Skills, Abilities, and Other Characteristics (KSAOCs):**

Applicants who meet the qualification requirements above will be further evaluated to determine the extent to which their education, work experience, and training indicate they possess the KSAOCs required to perform the duties and responsibilities of the position. Describe experience (paid or unpaid), education, training, and self-development as related to the KSAOCs.

- 1. Knowledge and skill in the use of the Internet, office automation equipment, and computer software applications such as Microsoft Outlook, Word, Excel, and Access.**
- 2. Ability to effectively perform general clerical functions such as filing and receptionist duties.**
- 3. Excellent oral and written communication skills and the ability to maintain a tactful, courteous, and professional demeanor in a variety of situations.**

The KSAOCs listed on this Vacancy Announcement have been identified as necessary for successful performance in the position for which you are applying. The information provided in the application will be used to evaluate your qualifications for this position.

**APPLICANTS MUST ADDRESS EACH KSAOC SEPARATELY ON ITS OWN PAGE.**

**Pay, Benefits, and Work Schedule:**

All federal employees are required by PL 104-134 to have federal payments made by Direct Deposit.

**These positions will be filled on a permanent full-time or part-time basis. Upon completing any required probationary period, the positions will be permanent.**

**NOTE: Applicants must state whether they wish to be considered for part-time employment, full-time employment, or both.**

**Conditions of Employment:**

Applicants must be within the guidelines of the NDIC Employment Drug Policy. Please read this section carefully before applying.

**NDIC EMPLOYMENT DRUG POLICY**

NDIC is firmly committed to a drug-free society and workplace. Therefore, the unlawful use of drugs by NDIC employees will not be tolerated. Furthermore, applicants for employment with NDIC who currently are using illegal drugs will be found unsuitable for employment. NDIC does not condone any prior unlawful drug use by applicants. NDIC realizes, however, some otherwise qualified applicants may have used drugs at some point in their past. The following policy sets forth the criteria for determining whether any prior drug use

makes an applicant unsuitable for employment, balancing the needs of NDIC to maintain a drug-free workplace and the public integrity necessary to accomplish its law enforcement mission. Applicants who do not meet these criteria should not apply for the position.

### **CRITERIA**

- A. An applicant who has used any illegal drug while employed in any law enforcement or prosecutorial position or while employed in a position that carries with it a high level of responsibility or public trust will be found unsuitable for employment.
- B. An applicant who is discovered to have misrepresented his/her drug history in completing the application will be found unsuitable for employment.
- C. An applicant who has sold any illegal drug for profit at any time will be found unsuitable for employment.
- D. An applicant who has used any illegal drug other than marijuana within the last 10 years *or* more than five times in one's life will be found unsuitable for employment.
- E. An applicant who has used marijuana within the past 3 years *or* more than a total of 15 times in one's life will be found unsuitable for employment.

To determine whether you meet NDIC's drug policy, please answer the following questions:

- 1) Have you used marijuana at all within the last 3 years?
- 2) Have you used marijuana more than a total of 15 times in your life?
- 3) Have you used any other illegal drug at all within the past 10 years?
- 4) Have you used any other illegal drug (including anabolic steroids after February 27, 1991) more than a total of five times in your life?
- 5) Have you ever sold any illegal drug for profit?
- 6) Have you ever used an illegal drug (no matter how many times or how long ago) while in a law enforcement or prosecutorial position or in a position which carries with it a high level of responsibility or public trust?

If you answered "YES" to any of these questions, you should NOT apply for the position. They are immediate disqualifiers.

In accordance with Executive order 12564, applicants selected for this position are required to submit to a drug test and receive a negative drug test result prior to appointment. In addition, this position is a drug-testing designated position subject to random testing for illegal drug use.

This position requires a Top Secret security clearance. Therefore, applicants will be required to successfully complete a **background security investigation, polygraph examination, and drug testing**. Loss of Top Secret security clearance would result in termination of employment.

**Must possess a valid driver's license.**

**Occasional travel may be required.**

**Candidates and their immediate families must be U.S. citizens.**

### **Other Information:**

This position is in the Excepted Service. It is excluded from provisions of the career transition assistance program.

If claiming five-point veterans' preference, a DD-214 must be submitted. If claiming 10-point veterans' preference, both a DD-214 and SF-15 must be submitted.

Your Social Security Number (SSN) is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your SSN is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your SSN on your application materials will result in your application not being processed.

Before being hired, you will be required to sign and certify the accuracy of the information in your application.

If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

Employees who received a buyout and subsequently return to positions in federal agencies, whether by re-employment or contracts for personal services, are generally obligated to repay the full amount of the buyout to the agency that paid it.

Employment may be denied as a result of information of which the applicant is genuinely unaware or by an assessment that an applicant does not meet the agency's overall employment criteria. A negative employment determination by the agency is final, and normally no specific reasons regarding non-selection will be made. Employment with NDIC is not a right upon which an applicant can insist. NDIC notifies all applicants, in writing, of the outcome of their application.

Appointments to NDIC are made by the Director.

**ALL EXPENSES INCURRED BY APPLYING FOR THIS POSITION WILL BE THE RESPONSIBILITY OF THE APPLICANT.**

### **How to Apply:**

Please submit the following documents to the address provided in this announcement:

1. An OF-612 form (Application for Federal Employment). Completed forms should include the names and telephone numbers of current and former supervisors. Applications must be typed or printed clearly in dark ink.
2. A narrative assessment of your qualifications in terms of the KSAOCs identified within this announcement.
3. Please list three references who are not related to you. At least two references should know your qualifications and fitness for the kind of job for which you are applying; one should know you well on a personal basis. The person's full name, telephone number(s) (including area code), and present business or home address are needed. **Providing this information constitutes permission to contact these references.**

4. A completed SF-181\* (Race and National Origin Identification). (Optional)
5. A completed and signed OF-306\* (Declaration for Federal Employment).
6. A copy of college transcripts, if applicable, showing degree conferred and cumulative grade point average.
7. Current or prior federal employees must submit a copy of their most recent performance appraisal (must be within the past 15 months from the closing date of the announcement). Applicants unable to provide their most recent performance appraisal must provide written justification for its absence.
8. Current or prior federal employees applying for this position must submit a copy of their most recent SF-50 (Notification of Personnel Action) showing position title, series, and grade.
9. Typing certificate or self-certification statement.
10. A statement specifying interest in full-time, part-time, or both types of employment.

\*The Optional and Standard Forms (OF-612, SF-181, and OF-306) are available on our website at [www.usdoj.gov/ndic](http://www.usdoj.gov/ndic) in two formats:

OF-612	<u>MS Word</u>	<u>PDF</u>
SF-181	<u>MS Word</u>	<u>PDF</u>
OF-306	<u>MS Word</u>	<u>PDF</u>

Please note that these forms **must be completed in MS Word** format if you wish to submit your application package electronically. These forms can also be downloaded from the following website:  
[www.opm.gov/forms](http://www.opm.gov/forms).

**APPLICATIONS LACKING ANY/ALL OF THE INFORMATION LISTED IN THE "HOW TO APPLY" SECTION OF THIS VACANCY ANNOUNCEMENT WILL BE DISQUALIFIED.**

Failure to submit all required documents and information requested by the closing date of this announcement will result in your not receiving full consideration. Missing information will not be requested. Applicants' qualifications will be evaluated solely on the information submitted in their applications. Materials submitted as part of your application will not be returned.

Please do not submit your application package in a notebook or binder with extraneous information. Applicants should provide sufficient information to enable the Human Resources Unit (HRU) to properly evaluate your application against the Qualification Standards, time-in-grade, and/or time after competitive appointment restrictions.

**For additional information about this position, please contact:**

Ms. Diane Demiter  
Human Resources Specialist  
(814) 532-4676  
[NDIC.Jobs@usdoj.gov](mailto:NDIC.Jobs@usdoj.gov)

### **Submission Options**

Once your employment package is completed, there are several different ways of sending it to HRU at NDIC. Please note that only employment related correspondence will be accepted.

The submission methods include:

Postal Mail:	National Drug Intelligence Center ATTN: HRU #221-ND-04 319 Washington Street, 5th Floor Johnstown, PA 15901-1622
Unclassified Fax:	Required information faxed to: (814) 532-5809 Attention: HRU #221-ND-04
Electronic Mail:	Application packages consisting of Microsoft Word documents and scanned file attachments may be sent via e-mail to: NDIC.Jobs@usdoj.gov.
Internal Applicants:	Submit applications to HRU.

**Applicants choosing fax or electronic mail must send their entire application package in one transmission by the closing date of this announcement. Partial or incomplete applications using any submission method will not be considered.**

**Mailed applications will not be accepted postmarked after the closing date.**

**Internal applications must be received by close of business on the closing date to receive consideration.**

**NDIC is a secured facility. No applications will be accepted at the guard station.**

NDIC is an Equal Opportunity Employer. Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership or non-membership in an employee organization, or on the basis of personal favoritism.

NDIC welcomes and encourages applications from persons with disabilities and will reasonably accommodate the needs of those persons. The Center is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973 to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within NDIC. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

**NOTE:** This Excepted Service position will be filled under the NDIC Schedule A appointing authority. A successful candidate currently employed by another federal agency will be converted to the NDIC appointment from their current employing agency.